JETSADA THOTCHA

✉ Jetsada.tc@gmail.com 📞 094-510-8787 (Fluke)

Gender: Male
Nationality: Thai
Birth: 26/4/1998
Height: 179 cm.
Weight: 66 kg.

Experienced in administrative and customer service roles within the airline industry, I'm proficient in document management, coordination, and customer service. Committed and ready to apply my skills to achieve the highest level of efficiency in the workplace.

Work Experience

(Administrative Assistant) Government Lottery Office (GLO) — Jan 2023 - present

- Document management, filing, and handling of documents of the organization.
- Coordination within the organization through various channels.
- Planning and managing schedules for meetings, training sessions, and appointments.
- Supporting activities related to the organization's operations.

(E-commerce) Online store (Afterhours) — Jan 2022 - Dec 2023

- Online Platform Management, updating information and products.
- Managing Online Orders and Transactions
- Respond to questions, inquiries, and provide assistance to customers through online channels.

(Internship) Khon Kaen Provincial Administrative Organization, Tourism and Sports Division — Oct - Dec 2021

- Document Management, News Distribution, and Public Relations.

(Internship) Guest Services Assistant at Thai AirAsia — Aug - Dec 2019

- Assist passengers with check-in, issue boarding passes, and manage luggage.
- Handle and check passenger baggage, verify travel documents, answer questions.
- Provide information about flight schedules, requirements, and services.

Education

Bachelor's Degree in Tourism and MICE Management — Graduated: 2022

Sripatum University, College of Tourism and Hospitality

- Planning, managing, and executing activities related to Meetings, Incentives, Conferences, and Exhibitions (MICE) in the tourism industry, which is a crucial sector for promoting business tourism and international conferences.

Other Skills

Soft Skill

- Effective Communication
- Collaboration and Teamwork
- Time Management
- Adaptability and Flexibility
- Good attitude and Good listener
- Looking After Yourself

Languages

Thai:
- Listening: Native
- Speaking: Native
- Reading: Native

English:
- Listening: Basic
- Speaking: Basic
- Reading: Intermediate

Computer Skills

Microsoft Office

- Word : Advanced
- Excel : Intermediate
- PowerPoint : Advanced